Roof Inspection Checklist

Item	Problem?		Remarks	Repairs:		
	Yes	No		Required?	Completed?	Completion Date:
General Roof Conditions						
Roof Access	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Are all ladders, hatches properly functioning? Are ladders secured to walls/floors?						
Walkway Protection	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Walkways and roof access points should have walkway/walk pad protection installed.						
Debris	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Is debris present on the roof? This could be natural (leaves, branches, animal carcasses, etc.) or man-made (trash, abandoned equipment, etc.). All debris must be removed.						
Physical Damage (Holes, Cuts, Scrapes, etc.)	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Is physical damage present? This includes cuts, holes, scrapes, etc. Note locations on roof map.						
Structural Deformations	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Are structural deformations present? Examples are deck deformations, cracks in walls.						
Soft Spots	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Are any noticeable soft spots present? Note area(s) on roof map.						
Ponding	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Are there any areas of ponding water that may not dry within 24 hours of normal weather conditions? Note approximate size and location on roof map.						

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General Roof Conditions						
Peeled Coating	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Are there areas where coating is peeling? Is it more common at areas of ponding or around HVAC units? Note areas on roof map.						
Blistering	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Are coating blisters present? Are they more pronounced in certain areas of the roof? Note excessive areas on roof map.						
Are any blisters ruptured?				Yes ☐ No ☐	Yes ☐ No ☐	
Other	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Drainage Conditions						
Roof Drains and Scuppers	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Do all roof drains and scupper drains appear to be properly functioning? Are any holding water/debris?						
Gutter	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Does all gutter appear to be properly functioning? Is any rusted through? Are gutter seams leaking?						
Downspouts	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
For downspouts that drain onto lower roof levels, do all have splash pans under them? Do any appear clogged with debris?						
Other	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	

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Roof Penetrations						
Pipes, Vents, Etc.	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Do all penetrations appear sealed and watertight?						
Pitch Pans, also called Penetration Pockets	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Pitch pans are notorious for leaking. Closely inspect all pitch pans for any defects. Note defects on map.						
Skylights - Domed	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Are skylights damaged/cracked? Is there condensation between the domes?						
Skylights – Metal Roofs	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Are any skylights cracked? Are fiber glass skylights old and deteriorated? Are fasteners sealed?						
Other	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Rooftop Equipment (HVAC, Refrigeration, Exhaust, Ductwork, Etc.)						
Curb Mounted	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Are units level on their curbs? Are all side panels installed?						
Sleeper Mounted (Including Manufactured Supports)	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Are units set on wood sleeper supports that are minimum 4" wide? Are the supports properly placed under the units? Are protection pads under the supports?						

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Rooftop Equipment (HVAC, Refrigeration, Exhaust, Ductwork, Etc.)						
Ductwork	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Are any holes/openings present in roof-mounted ductwork? Do all joints appear watertight? Do duct supports rest on protection pads?						
Other	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Service Lines (Condensation, Gas, Electrical, Etc.)						
Condensation Lines	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Are condensation lines connected to all HVAC units? Do they terminate at drains, scuppers, gutters, or extend off roof? If not, repairs are needed.						
Other Service Lines	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Service lines such as condensation, gas, electrical, communication cables, etc., should not be touching the roof. All must be mounted on sleepers/supports with protection pads under them.						
Other	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Sheet Metal Flashings						
Wall and Curb Counter Flashing	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Are all sheet metal counter flashings secured? Loose flashing should be properly attached. Missing flashings should be replaced.						
Rust and Corrosion	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Are any of the flashings rusted or corroded?						

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Sheet Metal Flashings						
General	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
All sheet metal overlaps and joints should be secured with screws or rivets and sealed with sealant. Note that sealant may be inside the overlap, and not visible.						
Other	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Perimeter Edge Details						
Sheet Metal Coping	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Is sheet metal coping secured? Are any joints or laps open that could allow water intrusion?						
Stone or Tile Coping	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Are any cracked or broken? Is any of the sealant between coping pieces missing or deteriorated?						
Edge Metal (Gravel Guard, Drip Edge, Nosing, Etc.)	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Is the edge metal secured?						
Is the edge metal rusted or corroded so that water intrusion may occur?				Yes ☐ No ☐	Yes ☐ No ☐	
Parapet Walls	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Are there any cracks or other issues with the parapet walls that may allow water intrusion?						
Other	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	

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Expansion Joints and Area Divider Walls						
General	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	
Are expansion joints and area divider walls covered with sheet metal or flexible covers?						
Do all joints appears to be sealed and watertight?				Yes ☐ No ☐	Yes ☐ No ☐	
Other	☐	☐		Yes ☐ No ☐	Yes ☐ No ☐	

Attach roof map showing deficiencies, as needed.

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